

**DEPARTMENT HEADS AND DIVISION CHIEFS**  
**PLEASE POST ON YOUR BULLETIN BOARDS**

**PROMOTIONAL/EMPLOYMENT OPPORTUNITY**

**Vacancy No.:** 21-232-1

**Title of Position:** Field Construction Inspector  
Vacancy exists in the DPW Engineering Division

**Salary Range:** \$65,000 – \$77,000 per year/40 hours per week

**Date Posted:** August 20, 2021

**Deadline for Applying:** OPEN UNTIL FILLED

**Remarks:** This is a Classified Exempt Position.  
  
Examination Weight: 100% Education & Experience

**Statement of Duties:** The Field Construction Inspector position works under the direction of the Director of Public Works or City Engineer and performs a variety of technical and administrative support tasks with some measure of initiative and independence. This position routinely inspects work performed by vendors or City staff; updates and maintains various plans, maps and records in both hard copy and digital format; and designs, creates and maintains Geographic Information System (GIS) related files. This position is responsible for assisting in the City's compliance with RIDEM's MS4 requirements. Duties include:

- Applies a body of GIS theory and principles to design, create, maintain, and analyze various GIS data.
- Uses cartographic and spatial analysis techniques to generate reports, plans, and other graphic representations. Develops standards for GIS data development, use, and distribution. Provides GIS-related technical guidance and assistance to City staff and the public.
- Performs computer-aided drafting (CAD) and mapping services, including preparation of plans for proposed Public Works projects, as-built drawings for completed projects, and updates to the City's CAD files and hard copy maps.
- Performs survey, GIS data collection, and inspections of street and utility infrastructure and construction work.
- Oversees the archiving and information management needs of the Department of Public Works, Engineering Division.
- Researches, acquires and implements new information and asset management applications and practices.
- Observes or inspects the work of staff or vendors to ensure quality and compliance with standards and specifications.
- Implements, documents, and manages information associated with RIDEM's MS4 requirements, including the preparation of the annual report.
- Performs other duties and responsibilities as necessary or assigned.

**Education & Experience:** Bachelor's Degree from an accredited college, university or technical institute with a specialty in GIS, geography, computer science, engineering, computer science or a closely-related field, and two (2) years of progressively responsible, professional experience in the development and deployment of GIS projects, practices and equipment; or a combination of substantially equivalent education and experience.

**Special Note:** Must possess a valid state issued driver's license. A Geographic Information Systems Professional (GISP) certification, or the ability to obtain this certification within four years of being hired, is also required. Applicants will be subject to a criminal background check prior to employment. Negative findings may prevent applicant from being considered.

***The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.***

**THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER**

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>